

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5152

TITLE: CHIEF, CODE ENFORCEMENT BRANCH

GRADE: S-30

DEFINITION:

Under limited direction, plans, coordinates and supervises a group of engineers and inspectors which investigate and resolve citizen and agency complaints concerning new construction, use of existing buildings and hazardous structures in the County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single position class. This class is distinguished from Code Enforcement/Complaint Coordinator III in that this position is assigned the overall management responsibility for administration of the Code Enforcement Branch programs and supervises the branch staff.

ILLUSTRATIVE DUTIES:

Reviews staff reports to ensure that complaints are reviewed by appropriate Department of Environmental Management staff or other County agency;

Monitors complaint resolutions to confirm that performance bonds/conservation escrow funds can be released;

Coordinates the enforcement and the investigation of the violation of various building codes and ordinances and coordinates follow-up actions such as negotiations, prosecutions, evidence collection efforts and issuing of stop work orders;

Coordinates complaint resolution and enforcement activities with County, state and federal agencies;

Assists with criminal and civil court prosecutions and pursues legal procedures allowed to obtain compliance under applicable County codes and ordinances;

Oversees case preparation, including the collection of evidence and the presentation of testimony as an expert witness;

Supervises the preparation of summonses and subpoenas;

Furnishes information on Departmental enforcement issues and policies;

Supervises the preparation of reports describing the Department's policies and procedures with respect to new construction ordinances in the County;

Represent the Department on interagency task forces.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the construction field, and of the codes and ordinances which apply to construction in the County;

Specialized knowledge of the legal processes by which construction violations in the County are resolved or prosecuted;

Knowledge of the principles and methods of administrative management and negotiation;

Ability to effectively supervise staff in carrying out the work of the Branch;

Ability to communicate with all levels of employees throughout the County and to interact effectively with County officials and the public;

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Ability to speak effectively and prepare clear and concise reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a degree in civil engineering, building architecture, or urban planning; PLUS,

Five years of progressively responsible experience in the supervision, management and administration of code enforcement and complaint resolution.

CERTIFICATES AND LICENSES REQUIRED:

None

REVISED: August 14, 1996

ESTABLISHED: July 27, 1987